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Ontario Department of Education

REGULATIONS AND EXAMINATIONS

OF THE

Normal Schools

OF

ONTARIO

FOR

FIRST CLASS, SECOND CLASS AND KINDERGARTEN-PRIMARY CERTIFICATES

Session 1924-1925

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

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Regulations and Examinations

FOR

First Class, Second Class and Kindergarten-Primary Certificates

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IMPORTANT NOTICE

Applications for admission to the courses for First Class, Second Class, and Kindergarten-Primary Certificates shall be made to the Deputy Minister not later than August 25th on a form to be supplied by him. Applicants who fail to comply with this provision will forfeit their claim to admission. (See Regulation 5.)

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REGULATIONS AND EXAMINATIONS FOR FIRST CLASS, SECOND CLASS AND KINDERGARTEN-PRIMARY CERTIFICATES

LOCATION

1. The courses for First Class certificates are given at the Normal Schools and the rural and urban Public Schools which are used as Model Schools in connection therewith, at Hamilton, London, Ottawa and Toronto, those for the Second Class certificates, at Hamilton, London, North Bay, Ottawa, Peterborough, Stratford, and Toronto; and those for Kindergarten-Primary certificates, at Toronto. The courses for Kindergarten-Primary certificates will be given at Ottawa if the number of applications justifies the establishment of the courses.

CONDITIONS OF ADMISSION

Entrance Certificates

First Class Course

2. For admission to the First Class Course, the applicant shall submit with his application *one* of the following:—

(1) Certificates that he has passed the Lower and Upper School examinations under former regulations.

(2) A certificate that he holds a degree from a British University, approved by the Minister as the equivalent thereof in the standard and the content of the undergraduate courses therefor.

(3) Certificates that he has passed the Departmental examinations in the following subjects:—

(*a*) Subjects of the Lower School Course:—
Biology (when this subject is not selected as an option in the Upper School).

(*b*) Subjects of the Middle School Course:—
Physics,
Chemistry (when this subject is not selected as an option in the Upper School).

(*c*) Subjects of the Upper School Course:—
English (Literature, Composition),
History.

Two of—
Algebra,
Geometry,
Trigonometry.

Two of—
Latin,
Greek,

French,
German or Spanish,
Biology (Botany and Zoology),
Physics and Chemistry (for either of which the third Mathematical subject may be substituted).

Second Class and Kindergarten-Primary Courses

3. For admission to the Second Class or Kindergarten-Primary course, an applicant shall submit with his application *one* of the following:

(1) The certificate that the applicant has passed the Lower and the Middle or the Lower and the Upper School examinations, under former regulations.

(2) A certificate that he holds a degree from a British University, approved by the Minister as the equivalent thereof in the standard and the content of the undergraduate courses therefor.

(3) Certificates that he has passed the Departmental examinations in the following subjects:

(*a*) Subjects of the Lower School Course:—

Arithmetic, Grammar, Art, Geography, Physiography, Canadian History and Civics, and any two of Botany, Zoology, Agriculture (first paper) and Agriculture (second paper).

Note.—*An examination in Latin Grammar, either Middle School or a Special examination on the Lower School course, will be accepted in lieu of the examination in English Grammar.*

(*b*) Subjects of the Middle School Course:—

English (Literature and Composition), Algebra, Geometry, Physics, Chemistry, British History, Ancient History.

Agriculture and Horticulture (two papers) may be substituted for Physics and Chemistry.

(4) (*a*) An applicant for the Kindergarten-Primary Course shall also submit a certificate from competent authority that she is able to sing and to play simple music on the piano or the organ, said certificate to be subject to the approval of the instructor in music at the Normal School when the candidate presents herself at the school.

(*b*) A certificate that the applicant has passed the examination for Kindergarten Assistants under former Regulations will qualify the holder for admission to the course for a Kindergarten-Primary certificate.

OTHER REQUIREMENTS

4. Each applicant for admission to a Normal School shall also submit the following documents on official forms to be supplied to him on application to the Deputy Minister:

(1) A statement signed by himself that he applies for admission to a Normal School with the intention of teaching at the earliest opportunity.

(2) An agreement that, if successful in obtaining a teacher's certificate, he will teach thereon in the Provincial schools of Ontario for at least the first year of his subsequent teaching experience.

NOTICE.—A violation of this agreement renders the certificate invalid.

(3) A certificate from competent authority that he is a British subject, and either a certificate from the Deputy Registrar-General of Births, Spadina House, Toronto, or a declaration by one of the parents or other relative or other person cognizant of the fact, that the applicant will be at least eighteen years of age before October 1st of the year in which the application is made.

(4) A certificate from a clergyman or other competent authority that he is of good moral character.

(5) A certificate from a duly qualified medical practitioner that for the purposes of this certificate he has made a careful examination of the applicant and certifies as follows:

(*a*) That he is free from heart disease or any other serious organic affection;

(*b*) That he is free from pulmonary affection, defective hearing, or seriously defective eyesight, or abnormal conditions of appearance which would interfere with his work as a teacher; and—

(*c*) That in other respects also he is physically able for the work of a teacher as prescribed in the courses of study of the Normal School and of the Provincial Schools represented in the certificate for which he is a candidate. [See also Regulation 7 (6)].

APPLICATION FOR ADMISSION

5.—(1) Application for admission, accompanied by the documents prescribed in 2, 3, and 4, shall be made to the Deputy Minister not later than August 25th on a form to be supplied by him. On receipt thereof the Deputy Minister will send the applicant a card of admission to the course for which he is an applicant, and, without this card, he will not be admitted.

NOTICE.—Candidates who fail to comply with the above regulations will forfeit their claim to admission to the course.

(2) Candidates who have appealed against the results of the Midsummer examination, should apply for admission as above. If successful they will be admitted on the same terms as other applicants.

SESSIONS, TERMS AND VACATIONS

6.—(1) (*a*) The sessions of the Normal Schools for 1924-1925 will begin September 23rd at 9 a.m. and end June 19th, and will be divided into three terms, the first, from the beginning of the session in September to the beginning of the Christmas vacation; the second, from the close of the Christmas vacation until March 31st; and the third, from April 1st to the close of the session.

(*b*) On application to the Deputy Minister, teachers-in-training who are required to re-attend, may enter at the beginning of the second term and remain until the close of the session in June.

(*c*) Teachers-in-training who, at a previous session, were prevented, through sickness or other compelling cause satisfactory to the Minister, from completing their course, will be permitted to enter at a special date to be determined in each case by the Minister.

(2) There shall be two vacations as follows:

At Christmas, beginning on December 22nd, and ending January 2nd; and at Easter, beginning on Good Friday, and ending on the second Monday after Easter Day.

(3) The daily session shall be one of five hours and a half, inclusive of recesses. Saturday shall be a holiday.

DUTIES OF STAFFS

7.—(1) Subject to the regulations and to the approval of the Minister of Education the Principal of each Normal School shall prescribe the duties of his staff and be responsible for the efficiency of the Normal and the Model Schools. The other members of the staff shall be subject to his authority.

(2) As part of his work of supervision the Principal shall inspect the Normal and the urban and the rural Model Schools as early as practicable in the beginning of each session, and shall prepare a detailed report thereon for the consideration of the Director of Professional Training at his official visit. In the event of immediate action by the Department being, in his judgment, necessary in any case, the Principal shall submit promptly a special report thereon for the consideration of the Minister.

(3) Subject to instructions from the Minister, Normal School Masters, to be designated by him each year, shall visit, in company with the Public School Inspector, rural schools in the district in which the Normal School is situated. Such masters shall submit, within a fortnight after their visit, a report of their observations for the consideration of the Minister and the whole staff of the Normal School.

(4) Subject to instructions from the Minister, each member of the Normal School Staffs shall take part in the work of the Teachers' Institutes at such dates as the Minister may arrange.

(5) (*a*) Concerted work on the part of the Normal and Model Schools shall be secured by frequent conferences of the staffs of both schools.

(*b*) Especially at the beginning of each session, the Normal School master who takes the Science of Education and the other members of the Normal School staff shall discuss with the staffs of the Model Schools the subjects of General Method and Child Study as set forth in Circular 23A, and both staffs shall organize and conduct the work for Observation and Practice-teaching so as to

secure a proper co-ordination between it and the principles of General Method as developed in the Normal School classes.

NOTE.—It is to be understood that the aim of these discussions is not to set up a rigid uniformity of procedure in Observation and Practice-teaching, but rather to establish an intelligent connection between theoretic principles on the one hand and their practical applications on the other.

(6) When, notwithstanding the certificate prescribed in Regulation 4 (5) a teacher-in-training is reported to the Minister by the Principal as being physically unfit, the Minister may order a special medical examination of such teacher-in-training, and, as a result thereof, may direct the Principal to dismiss him from attendance.

(7) The principal shall, at any time during the session, exclude from any of the courses, teachers-in-training whose class work, in his judgment, shows them to be unduly defective in scholarship or whose conduct or progress is unsatisfactory.

(8) As soon as the organization of the Normal School is completed, the Principal shall direct the attention of the teachers-in-training to the regulations that prescribe their duties and responsibilities while in attendance at the Normal School.

DUTIES OF TEACHERS-IN-TRAINING

8.—(1) Teachers-in-training shall board and lodge at such houses only as are approved of by the Principal.

(2) They shall attend the classes regularly and punctually, and shall submit to such discipline and direction as the Principal may prescribe.

(3) All teachers-in-training are required to review, before the session opens, such Public and High School courses as are the academic bases of the professional courses represented in the certificates for which they are candidates.

(4) For the welfare of the female teachers-in-training, the Minister has appointed at each Normal School a member of the staff of their own sex to have oversight, during the session, of the social life of these students. This teacher is at all times accessible to the female students for consultation and advice.

TEXT-BOOKS

9.—(1) The text-books for the academic work shall be those prescribed in each subject for the High Schools.

(2) The academic text-books which form the bases for the professional work in the various courses shall be as follows:—

(*a*) First Class: The text-books prescribed for the Courses of Study of the Public and Separate Schools and of Grades B and C Continuation Schools.

(*b*) Second Class: The text-books prescribed for the Courses of Study of the Public and Separate Schools.

(*c*) Kindergarten-Primary: The text-books prescribed for Form I of the Public and Separate Schools.

(3) The professional text-books are those whose titles are printed in italics in the Courses of Study, Circular 23A.

(4) The teacher-in-training is required to provide himself with a copy of each of the text-books, academic and professional, connected with his course.

LIBRARY

10. Under the direction of the Librarian and the other members of the staff, the Library shall be constantly used for consultation by the teachers-in-training. To this end it contains a supply of books of general literature, the principal magazines and educational journals, and an adequate number of copies of each of the most important professional books of reference, a list of which is given below. The Library is also supplied with tables for reading and study.

RELIGIOUS INSTRUCTION AND THE LITERARY SOCIETY

11.—(1) Religious instruction is provided by local clergymen of the different denominations.

(2) A Literary Society for general culture and for professional advancement shall be established in each Normal School, and shall be fostered by the staff as an important part of the Course of Study. All the teachers-in-training shall become members of this Society and shall attend the meetings regularly. The programmes for the meetings should include essays, debates, recitations, and the reproduction of suitable scenes from standard plays. Special lectures may be provided by the Minister.

PROGRAMME OF STUDIES

First Class

12.—The Courses of Study for the First Class certificate shall consist of the following as defined herein:

Group I.

The Science of Education, School Management, Literature and Advanced Reading, Composition, Grammar, Arithmetic, Algebra, Geometry, History, Geography, and two of Latin, Greek, French, German or Spanish, Biology, Physics and Chemistry.

Group II.

Primary Reading, Spelling, Elementary Science, Nature Study, Agriculture and Horticulture, Vocal Music, Art, Writing, Physical Culture, Manual Training, Household Science (for women), Hygiene, Library Methods.

Group III.

Observation and practice-teaching in the Kindergarten-Primary and the various Forms of the urban and rural Model Schools, together with observation in the Kindergarten.

Group IV.

Library methods, religious instruction and the work of the Literary Society.

Second Class

13.—(1) The Courses of Study for the Second Class certificate shall consist of the following as defined herein:

SECTION A: Science of Education, School Organization and Management.

SECTION B: The special methodology of the following subjects:

I. Spelling, Composition, Grammar, History, Geography, Elementary Science, Nature Study, Arithmetic.

II. Literature, Reading, Writing, Art, Vocal Music, Hygiene, Physical Culture, Manual Training, Household Science, Agriculture and Horticulture.

SECTION C: Supervised Observation and Practice-teaching in the Model Schools.

SECTION D: Library methods, Religious instruction, and the work of the Literary Society.

(2) Concurrently with the special methodology of the courses, there shall be in Sections B I and B II, a review from the standpoint of pedagogy of the academic subjects of the Course of Study of the Public and Separate Schools; and, in each of the subjects of Section B II, there shall also be such an extension of the academic course as time will permit; the extension to be made at such stage or stages of the course as the Principal may decide.

Kindergarten-Primary

14. The Courses of study for the Kindergarten-Primary certificate shall consist of the following as defined herein:

SECTION A: Science of Education, Kindergarten Principles, School Organization and Management.

SECTION B: The special methodology of the following subjects of the Kindergarten, the Kindergarten-Primary and Form I:

(1) The subjects of Kindergarten Practice.

(2) The subjects of the Kindergarten-Primary and First Forms as follows:

(*a*) Spelling, Composition, Nature Study and Geography, Arithmetic.

(*b*) Literature, Reading, Writing, Art, Manual Training, Sewing, Vocal Music, Hygiene, Physical Culture.

SECTION C: Supervised Observation and Practice-teaching in the Kindergarten, Kindergarten-Primary, and First Forms of the Model Schools.

SECTION D: Library methods, Religious Instruction and the Literary Society.

NOTE.—The courses in Section B (1) shall include concurrent instruction in Kindergarten Practice; those in Section (2) (*a*) a review of the academic work from the standpoint of the methodology and the requirements of the Kindergarten, the Kindergarten-Primary, and Form I; and in (2) (*b*) such extension of the academic courses as time will permit, the extension to be made at such stage or stages of the course as the Principal may decide.

MODIFICATION OF THE COURSES

15.—(1) Only some typical topics of the professional course in Elementary Science shall be taken up in class; the candidate is required to review the other topics himself and to be able to apply to them the methodology illustrated in class.

(2) The course in Reading shall include practice therein in the Literature class throughout the whole of the session.

(3) In the case of individuals who require additional provision, the course in Writing shall be accompanied and followed by home exercises directed and examined by the master so long as he may deem it necessary, but not beyond the date of the examination therein.

(4) The course in Spelling shall be taken up at the beginning of the session and shall be for the instruction and the guidance in self-improvement in this subject of the teacher-in-training.

(5) Students who hold Provincial professional certificates in Physical Culture, Art, Household Science, Manual Training, Agriculture and Horticulture, Vocal Music, and the Commercial subjects, may be exempted from examination in said subject or subjects, but will take the observation and practice-teaching in the subject or subjects concerned.

(6) Teachers-in-training who have passed in the Manual Training, Household Science, Agriculture and Horticulture, or Writing of the Lower School, or in the Art or Agriculture and Horticulture of the Middle School shall complete, to the satisfaction of the instructor or instructors therein, the Methodology, but may be exempted from the extension work of the course or courses concerned.

(7) In the oral examinations and exercises in Vocal Music the instructor will give due consideration to the claims of the candidates who report themselves as incapable of learning to sing, provided that such claims are presented to the instructor at the beginning of the session. In no case, however, shall such consideration involve exemption from attendance at the classes or from the written examinations in the subject. If any candidate is unable to teach music that fact will be stated on his certificate.

ORDER AND GROUPING OF THE COURSES

16.—(1) In determining the order and the grouping of the courses, due regard shall be had to the character of each subject and to the logical development of the courses.

(2) So far as conditions permit, the programme of instruction will be organized on the basis of intensive study of a few subjects at a time.

(3) The principle of correlation shall be kept constantly in view as being of special importance in the methodology of each of the courses.

(4) (*a*) The Courses in Science of Education, School Management, Literature, Composition, Grammar, Arithmetic, Science, Music, Art and Physical Culture will begin at the opening of the session and will continue until completed.

(*b*) The courses in the other subjects shall begin at such dates as the Principal may decide in accordance with the requirements of the courses and of the general organization and will continue until completed.

(*c*) The courses in Primary Reading, Writing, Spelling, and Hygiene shall be completed within the first term, and those in Kindergarten Principles, History, Algebra, Geometry, Biology, Physics and Chemistry, Classics, Moderns, and Physical Culture, and in the Science of Education and School Management of the Second Class and Kindergarten-Primary courses within the Second term. The courses in the other subjects shall be completed within the third term.

(5) The course in the Special Methodology of each subject shall be introduced by a few lessons of a general character, embracing the application of the principles of General Methodology to the teaching of the subject. These introductory lessons shall be followed by a series of a more detailed character, dealing with:

(*a*) *The selection and the organization of the subject matter for the school forms, taken in order, from the standpoint of presentation to the pupils.*

(*b*) *The discussion of methods of teaching, including typical lesson plans, accompanied by an academic review of the Public and Separate School courses and by the prescribed extension of the academic courses.* [See Regulation 13 (2) above.]

(*c*) *The various courses shall be taken up in terms of the Public, Separate and Continuation School Courses of Studies, the provisions of which shall be constantly kept in mind.*

(6) From time to time the master in charge of a subject shall review his work with a further extension of the most important topics; but the responsibility for keeping up his knowledge of each course develops upon the teacher-in-training himself.

APPORTIONMENT OF TIME

17. The programme of instruction for each class, exclusive of observation and practice-teaching, will require about thirty class-periods of forty-five minutes each weekly, or the equivalent thereof, during the session. The Literary Society shall hold one meeting a week; the work to begin as soon as the organization of the Normal School is completed and to continue until the special preparation for the June final examinations begins. The total number of periods for each subject shall be as nearly as practicable as indicated below. The length of each period shall be subject to the Director's approval.

First Class

(1) The class periods shall be distributed among the various courses of the First Class Course, exclusive of observation and practice-teaching, approximately as follows: Science of Education, 60; School Management, 45; Literature, 45; Composition, 45; Grammar, 45; Arithmetic, 30; Algebra, 20; Geometry, 20; History, 30; Geography, 45; Biology, 30; Physics and Chemistry, 30; Classics Options, 25; Moderns Options, 25; Primary Reading, 20; Spelling, 10; Elementary Science, 25; Nature Study, 30; Agriculture and Horticulture, 30; Music, 45; Art, 45; Writing, 20; Manual Training, 45; Household Science, 45; Hygiene, 20; Physical Culture, 45; Library Methods, 15; Religious Instruction, one period a week.

Second Class

(2) The class-periods shall be distributed among the various courses of the Second Class Course, exclusive of observation and practice-teaching, approximately as follows: The Science of Education, 70; School Organization and Management, 60; Spelling, 10; Composition, 50; Grammar, 70; History, 35; Geography, 50; Elementary Science, 35; Nature Study, 50; Arithmetic, 70; Literature, 50; Reading, 35; Writing, 25; Art, 70; Vocal Music, 70; Hygiene, 25; Physical Culture, 45; Manual Training, 50; Household Science, 50; Agriculture and Horticulture, 50; Library Methods, 15; Religious Instruction, one period a week.

Kindergarten-Primary

(3) Subject to such modifications as the Principal of the Normal School may deem necessary and to the provisions of Regulation 16 (1), (2) and (3) which, *mutatis mutandis*, shall apply here also:

(*a*) The number of lessons in Kindergarten Principles and Practice shall be 130—25 in Kindergarten Principles; 35 in Games, Songs and Stories; and 70 in Gifts and Occupations.

(*b*) Having regard to the requirements of the courses for the certificate, the number of lessons in each of the Science of Education, Art, Writing, Vocal Music, Hygiene, and Physical Culture, shall, subject to the approval of the Principal, be the same as those for each of the corresponding courses for Second Class certificates.

(*c*) Subject to the approval of the Principal, the number of lessons in each of the other subjects shall be the same as that for each of the corresponding courses for Second Class certificates.

Observation and Practice-teaching

18.—(1) In order that the teacher-in-training may begin early the Observation and the Practice-teaching, an Introductory Course shall be taken up in the following order:

(*a*) An outline study of the work included under Education and General Method in the course in the Science of Education, which should be presented through the Ontario Normal School Manual, *The Science of Education*, the leading topics being dealt with in the following order: Chapters I-III, VII-XII.

(*b*) A supervised series of not less than eight Demonstration Lessons in the different Forms of the Model Schools.

(2) One lesson a day shall be given to the work in (*a*), which shall begin as soon as the organization is completed, the total number of lessons being about twenty-five. The Demonstration Lessons shall begin in the third week and shall continue for about two weeks.

(3) The Introductory Course in the Science of Education shall be followed by systematic Observation and Practice-teaching in the Model Schools, supervised by the staffs of the Normal and Model Schools, but each teacher-in-training shall be given an Introductory Practice-teaching course of at least five lessons, which are not to be taken into account in estimating his final standing

(4) Each teacher-in-training shall spend at least four periods per week of forty-five minutes each, or the equivalent thereof, in the work of Observation and Practice-teaching.

(5) The teachers-in-training shall be divided into suitable groups, and the work of Observation and Practice-teaching, including Observation in the kindergarten, shall be taken up systematically per time-table arranged from time to time. At least that group to which the teacher-in-training belongs shall be present at the discussions on his Observation and Practice-teaching lessons.

(6) (*a*) The Observation and Practice-teaching lessons for each teacher-in-training shall be arranged so as to cover in as many of the subjects as possible the work of the Public and Separate Schools in all grades, and also (in the First Class Course) of Grades B and C, Continuation Schools.

(*b*) The Observation and Practice-teaching lessons provided for in the logical development of the Normal School course shall be supplemented by other lessons is such forms of the Model School as may be available.

(*c*) Continuous Practice-teaching for several periods toward the end of the course shall be required, the teacher-in-training being wholly responsible for the management of the class.

(7) Each teacher-in-training shall submit written reports of at least forty observation lessons and shall teach at least twenty lessons in addition to the Introductory Practice-teaching Course. These numbers may be increased, at the discretion of the Principal, to meet the necessities of individual cases. (But see (13) below).

(8) (*a*) After Christmas, teachers-in-training who have already had experience in teaching may be available for not more than one fortnight each as substitutes in the Public, Separate or Continuation Schools of the locality (urban or rural) in which the Normal School is situated, subject to arrangement with the Principal of the Normal School; but no allowance for such absence will be made at the final examinations, nor may the leave of absence be extended without the special permission of the Minister.

(*b*) A teacher-in-training who has not had experience in teaching may, if granted permission by the Normal School Principal, serve one week in a Public or Separate School as an assistant to the regular teacher, provided that the latter continues in actual charge of her class room throughout the period of the visit. Such a teacher-in-training may later be available for not more than one week as a substitute in a Public or Separate School of the locality (urban or rural), in which the Normal School is situated.

(9) Teachers-in-training shall be notified by the Principal, of the subject and the scope of the Observation lesson, and shall prepare the lesson beforehand. After observing the lesson, they shall discuss it with the Model School teacher concerned, or submit a written report thereon.

(10) (*a*) Teachers-in-training shall be notified of the subject and the scope of the Practice-teaching lesson, by the Model School teacher concerned after consultation with the Normal School Master concerned.

(*b*) Teachers-in-training shall prepare a plan of each Practice-teaching lesson and submit it for the consideration of the Model School teacher concerned, before attempting to teach it.

11. (*a*) The model lessons shall be taught in accordance with the regular programme of the Model School.

(*b*) The Normal School teachers in charge of the academic work in a subject shall develop its details in their teaching order, and after each suitable step, shall also themselves teach model lessons both in special classes and in the Model School itself.

(12) (*a*) The necessary applications of the Science of Education and of Special Methodology shall be made systematically by both the Normal School Masters and the Model School teachers in connection with the Observation lessons and the Practice-teaching; so that the course may be taken up in terms of the child's mind and growth. Throughout the course, the Master in charge of the Science of Education shall himself formally illustrate by actual teaching the principles he has discussed in class.

(*b*) As far as practicable, it shall be the duty of the Principal and the other members concerned of both the Normal School and the Model School staffs, in accordance with the time-table, to be present at the Observation lessons and Practice-teaching of the teacher-in-training and to make jointly the criticism and the valuation of his work.

(13) In the Kindergarten-Primary Course the minimum total number of Observation and Practice-teaching lessons for each teacher-in-waiting shall be as follows, the numbers being increased at the discretion of the Principal, to suit the necessities of individual cases:

(*a*) In the Kindergarten Form, Observation lessons, 30; Practice-teaching lessons, 25.

(*b*) In the Kindergarten-Primary Form, Observation lessons, 20; Practice-teaching, 15.

(*c*) In Form I, Observation lessons, 15; Practice-teaching, 10.

SESSIONAL RECORDS

19. The Sessional Records shall consist of the records of the oral and the written class tests, the practical work, the practice in valuing answer papers of Model School pupils, and, where held, the term examinations in the subjects.

FINAL STANDING

20. The final standing of the teachers-in-training shall be determined in accordance with the scheme set forth in Regulations 23, 26 and 29 below.

First Class Examinations

21.—(1) For the purpose of determining the final standing of teachers-in-training in the First Class Course, the subjects shall be grouped as follows:

Group I: Science of Education.
School Management,
Literature and Advanced Reading,
Composition and Grammar,
Arithmetic,
Algebra and Geometry,
History,
Geography,
Options, (any two of) Latin, Greek, French, German or Spanish, Biology, Physics and Chemistry.

Group II: Primary Reading and Spelling.
Elementary Science,
Nature Study,
Agriculture and Horticulture,
Vocal Music,
Art,
Writing,
Manual Training,
Household Science,
Hygiene,
Physical Culture.

(2) The final examination papers in Group I will be prepared by the Department and will be uniform for all the schools; the answer papers will be read by the staffs and the results reported to the Department. The examinations in the subjects of Group I shall be held as follows:

(I) In April: History, Algebra and Geometry, French, German, Spanish, Latin, Greek, Biology, Physics and Chemistry.

(II) In June: Science of Education, School Management, Composition and Grammar, Literature and Advanced Reading, Arithmetic, Geography.

(3) The final examination papers and the other tests in Group II shall be prepared for each school and the results determined by its staff. Copies of the papers and a statement of the other tests shall be sent to the Registrar of the Department on the completion of the examination concerned. The examinations in the subjects of Group II shall be held as follows:

(I) In December: Primary Reading and Spelling, Writing and Hygiene.

(II) At the completion of the course. Elementary Science, Nature Study, Agriculture and Horticulture, Vocal Music, Art, Manual Training, Household Science and Physical Culture.

(4) The maximum number of marks for each subject in Groups I and II shall be 200. In Group I, 80 marks shall be allowed for sessional records and 120 marks for the final examination; in Group II, 100 marks shall be allowed in each subject for sessional records and 100 marks for the final examination.

(5) For the accommodation of extra-mural candidates, papers will be set at the June examinations on all the subjects of Groups I and II. Intra-mural candidates who, through sickness or family affliction, are prevented from writing on any or all of the subjects of the December or the April final examinations may write on these subjects in June.

Observation and Practice-teaching

22.—(1) The marks counted in estimating the final standing of a teacher-in-training in Observation and Practice-teaching shall be those awarded him for the lessons following those which form the Introductory Practice-teaching Course. [See 18 (3).]

(2) The maximum marks for Observation shall be 400, and for Practice-teaching, 800.

Certificates

23.—(1) A teacher-in-training who obtains 50 per cent. of the marks in each subject of Groups I and II and 60 per cent. of the marks in each of the divisions of Group III, may, on the recommendation of the staff, be granted an Interim First Class certificate.

(2) A teacher-in-training who passes in Part III and fails in not more than five subjects of Groups I and II and who does not receive less than 45 per cent. in any subject, may, on the recommendation of the staff, be granted an Interim Second Class certificate.

(3) A teacher-in-training who fails in not more than five subjects of Groups I and II and who passes in Group III may be exempted from further attendance and may complete his standing for a First Class certificate by rewriting at one annual examination or, separately, at different annual examinations, the examination in the subject or subjects in which he failed.

(4) All other candidates who have failed to obtain the necessary final standing will be required to attend another session, beginning after Christmas vacation and to repeat the course.

(5) Candidates who hold Permanent Second Class certificates with the academic standing required for admission to the Course for a First Class certificate will be exempted from attendance, but will take the final examinations in each subject of Group I and in Elementary Science, Agriculture and Horticulture and

Hygiene of Group II, and must also satisfy the examiners by practical tests of their ability to teach the subjects of Form V of the Public Schools and of Grades B and C Continuation Schools. Such a candidate may complete his standing for a First Class certificate at one annual examination or separately, at different annual examinations.

(6) Candidates who hold Ordinary High School certificates may qualify for Interim First Class certificates by attending a Normal School for the third term, passing the final examinations in Arithmetic, Composition and Grammar, History, Primary Reading and Spelling, Geography, Elementary Science, Nature Study, Art, Music, Physical Culture, Manual Training, and (for women) Household Science of the Course for First Class certificates, and satisfying the examiners that they are able to teach these subjects.

(7) Candidates who failed at an examination for First Class certificates under former regulations, and who were exempted from subsequent attendance, will take, not later than a date determined in each case by the Minister of Education, the final examination papers as prescribed herein, but their standing will be determined in the subject or groups as constituted under the regulations in force when they first wrote. Such candidates, however, provided that they have not fallen below the 50 per cent. standard in more than five subjects in the group or groups on which they are required to re-write, may elect to complete their examination in accordance with the provisions of Regulation 23 (3) above.

(8) Candidates who have been exempted by the Minister of Education from attendance at a Normal School on account of equivalent training in other provinces or countries and who are required to write on the final examinations of the Course will take all final examinations in the subjects of Groups I and II, and will also satisfy the examiners by teaching and other tests that they are competent to direct the practical work in the subjects covered by the certificates for which they are candidates. These examinations may be taken together at one annual examination or separately at different annual examinations.

(9) The pass standard for all candidates exempt from attendance is the same as that for students in attendance, but no allowance will be made for sessional work, if any, in the case of candidates not in attendance.

(10) The final examinations in Reading, Vocal Music, and Physical Culture for students exempt from attendance will include written tests, and also practical tests, to each of which 100 marks will be assigned.

(11) Candidates exempt from attendance shall take their practical tests in Group III at such times during the session as may be decided upon by the Principal. They shall take their examinations in the subjects of Groups I and II in June on dates set apart for the examination, or, in part, in June and, in part, at such times during the session as are set apart for the examinations of candidates in attendance.

Second Class Examinations

24.—(1) For the purpose of determining the final standing of teachers-in-training in the Second Class Course, the subjects of the Normal School course of study shall be grouped as follows:

Group I.

Science of Education, School Organization and Management, History, Composition and Grammar, Literature and Advanced Reading, Arithmetic, Geography.

Group II.

Primary Reading and Spelling, Writing, Hygiene, Elementary Science and Nature Study, Agriculture and Horticulture, Art, Vocal Music, Physical Culture, Manual Training, Household Science.

(2) (*a*) The examination papers in Group I will be prepared by the Department and will be uniform for all the schools; the answer papers will be read by the staffs and the results reported to the Department.

(*b*) The final examination papers and the other tests in Group II shall be prepared for each school and the results determined by its staff. Copies of the papers and a statement of the other tests shall be sent to the Registrar of the Department on the completion of the examination concerned.

(3) The examinations shall be held as follows:

(*a*) In December: Primary Reading and Spelling, Writing, Hygiene.

The examination in each of the other subjects of Group II shall be held on the completion of the course.

(*b*) In April: Science of Education, School Organization and Management, History.

(*c*) In June: Composition and Grammar, Literature and Advanced Reading, Arithmetic, Geography.

(4) The maximum number of marks for each subject in Groups I and II shall be 200. In Group I, 80 marks shall be allowed for sessional records and 120 marks for the final examination; in Group II, 100 marks shall be allowed in each subject for sessional records and 100 marks for the final examination.

(5) For the accommodation of extra-mural candidates, papers will be set at the June examinations on all the subjects of Groups I and II. Intra-mural candidates who, through sickness or family affliction, are prevented from writing on any or all of the subjects of the December or the April final examinations may write on these subjects in June.

Observation and Practice-Teaching

25.—(1) The marks counted in estimating the final standing of a teacher-in-training in Observation and Practice-teaching shall be those awarded him for the lessons following those which form the Introductory Practice-teaching Course. [See 18 (3).]

(2) The maximum marks for Observation shall be 400, and for Practice-teaching, 800.

Certificates

26.—(1) A teacher-in-training who at the final examination obtains 50 per cent. of the marks in each subject of Groups I and II, and 60 per cent. of the marks in each of Observation and Practice-teaching, may on the recommendation of the staff be granted an Interim Second Class certificate, which will be made permanent at the end of two years' successful experience thereon, duly certified on an official form by the Inspector or Inspectors concerned, provided the teacher is then twenty-one years of age. An Interim Second Class certificate which expires before the teacher has qualified for a permanent certificate may be renewed on application to the Deputy Minister.

(2) A teacher-in-training who at the final examination fails to obtain a Second Class certificate but who makes at least 60 per cent. of the marks in each of Observation and Practice-teaching, and who falls below the 50 per cent. standard in not more than four subjects of Groups I and II, combined, and who makes at least 45 per cent. in each of these subjects, may, on the recommendation of the staff, be granted a Limited Third Class certificate valid for five years.

(3) A teacher-in-training who makes at least 60 per cent. in each of Observation and Practice-teaching and who falls below the 50 per cent. standard in not more than four subjects of Groups I and II, combined, may complete his standing for an Interim Second Class certificate by re-writing the examinations in the subjects in which he fails, but no allowance shall be made for sessional records at such examinations. These examinations may be taken together at one annual examination or separately at different annual examinations.

(4) (*a*) A teacher-in-training who fails to make 60 per cent. in each of Observation and Practice-teaching or who falls below the 50 per cent. standard in five or more subjects of Groups I and II, combined, is required to reattend a Normal School in accordance with the provisions of Regulation 6 (1) (*b*) and to repeat the course for an Interim Second Class certificate.

(*b*) Other candidates who failed at an examination under previous regulations and who were exempted from subsequent attendance at a Normal School shall take, not later than a date to be fixed in each case by the Minister, the examination papers as prescribed under the regulations in force at the time, and their standing shall be determined in the groups as constituted under the previous regulations. Such candidates, however, provided that they have not fallen below the 50 per cent. standard in more than four subjects in the group or groups on which they are required to re-write, may elect to complete their examinations in accordance with the provisions of Regulation 26 (3) above.

(*c*) Candidates who are exempted from attendance at a Normal School on account of equivalent training in other Provinces or Countries and who are required to write on the final examinations of the Normal School may take the final examinations prescribed in 24 above; but in addition to passing the final examination in the subjects prescribed, such candidates shall satisfy the examiners that they are capable of directing the practical work in these subjects where required.

Kindergarten-Primary Course Examinations

27.—(1) For the purpose of determining the final standing of teachers-in-training in the Kindergarten-Primary Course, the subjects of the Normal School Course of Study shall be grouped as follows:

Group I.

Science of Education, Kindergarten Principles, School Organization and Management.

Group II.

Kindergarten Practice, Composition and Literature, Arithmetic.

Group III:

Reading and Spelling, Writing, Art, Vocal Music, Hygiene, Physical Culture, Nature Study and Geography, Manual Training, Sewing.

(2) (*a*) There shall be final written examinations in the subjects of all the Groups. These shall be held as follows: In Group I, in April; in Group II, in June; and in Group III, on the completion of the course concerned.

(*b*) In the subjects of Groups I and II the final examination papers will be prepared by the Department, one on each subject except in Kindergarten Practice in which there shall be two—one on Gifts and Occupations, and one on Songs, Games, and Stories, both being prepared by the staff. The final examination papers in Group III shall be prepared for each school by its staff; copies of the papers and a statement of the other tests shall be sent to the Registrar of the Department on the completion of the examination concerned.

(*c*) The final examination in all the Groups shall be based upon the courses of study as prescribed in this Syllabus.

(3) (*a*) In the examinations in Group I, the final examination papers in the Science of Education, Kindergarten Principles, and School Organization and Management shall be special. The maximum marks for each subject shall be 80 for the sessional records and 120 for the final examination.

(*b*) In Group II, the maximum marks for Kindergarten Practice shall be 400, 100 being allowed for practical book work in the Gifts and Occupations and 100 for the paper; and, for each of the other subjects, the maximum marks shall be 200, 80 being allowed for sessional records and 120 for the final examination.

(4) The final examination papers and other tests in Group III shall be based upon the courses for the Kindergarten, the Kindergarten-Primary, and Form I, and the maximum marks for each shall be 100 for the sessional records and 100 for the final examination.

Observation and Practice-Teaching

28.—(1) The marks counted in estimating the final standing of the teacher-in-training in Observation and Practice-teaching shall be those awarded her during the session for the lessons following those which form the Introductory Practice-teaching course. [See 18 (3).]

(2) The maximum marks for Observation in the Kindergarten Form, shall be 300; in the Kindergarten-Primary Form 200, and in the First Form, 150; for Practice-teaching in the Kindergarten Form, 500, in the Kindergarten-Primary Form, 300, and in the First Form, 200.

Certificates

29.—(1) (*a*) A teacher-in-training who at the final examinations obtains fifty per cent. of the marks in each subject of Groups I, II, and III, and sixty per cent. in each of Observation and Practice-teaching may be granted on the recommendation of the staff an Interim Kindergarten-Primary certificate, which shall be valid for two years in a Kindergarten-Primary Form, a First Form, or as an assistant or as a provisional director in a Kindergarten Form.

(*b*) A School Board that fails after due advertisement in securing for the position of director of a kindergarten a teacher holding a Kindergarten Director's certificate may, on recommendation of the Local Inspector and with the approval of the Minister, engage as provisional director a teacher holding an Interim or a Permanent Kindergarten-Primary certificate.

(2) After two year's successful teaching in a Kindergarten-Primary or a First Form, duly attested by the Inspector concerned, the holder of an Interim Kindergarten-Primary certificate may be granted a Permanent Kindergarten-Primary certificate which shall be valid in a Kindergarten-Primary Form or a Form I.

(3) After two years' successful teaching in a Kindergarten Form, duly attested by the Inspector, the holder of an Interim Kindergarten-Primary certificate may be granted a Kindergarten Director's certificate which shall be valid for the position of teacher in charge of a Kindergarten Form.

(4) On application to the Deputy Minister, an Interim Kindergarten-Primary certificate may be renewed after its expiration.

(5) A teacher-in-training who at the final examinations fails to obtain a Kindergarten-Primary certificate, but who makes at least 60 per cent. in each of Observation and Practice-teaching, and who falls below the 50 per cent. standard in not more than four subjects of Groups I, II, and III, combined, may, on the recommendation of the staff, be exempted, as provided in (9) below, from further attendance at a Normal School in order to obtain a certificate. Others who have failed are required to attend from the beginning of the second term until the close of the session in June and to repeat the course. See 6 (1) (*b*) above.

(6) The holder of a Kindergarten-Primary certificate may be granted an Interim Second Class certificate, provided she has attended for at least the third term the courses at a Normal School for said certificate and has passed the tests therefor at the final examinations in April and June; but the Principal of the Normal School may exempt such candidate from all or from parts of the courses which are the same for the Second Class as for the Kindergarten-Primary certificate, but not from the examinations thereon. Such candidate's work in Observation and Practice-teaching may be confined to the forms beyond Form I, the number of Observation lessons being 30 and of Practice-teaching lessons 15.

(7) The holder of a Second Class certificate may be granted an Interim Kindergarten-Primary certificate, provided that she has attended the course for a Kindergarten-Primary certificate from January to June and has passed the tests therefor at the final examinations in April and June, but the Principal of the

Normal School may exempt such candidate from all or from parts of the courses which are the same for the Kindergarden-Primary and the Second Class certificate but not from the examinations thereon.

(8) The holder of a Kindergarten Director's certificate obtained under previous Regulations may be granted an Interim Kindergarten-Primary certificate provided that she has attended for at least the third term the Courses at a Normal School in the Kindergarten-Primary and First Form subjects and has passed the final Examinations connected therewith. Such candidate's work in Observation and Practice-teaching may be confined to the Kindergarten-Primary and Form I.

(9) Candidates who are hereafter exempted from attendance at a Normal School as provided in (5) above may take the examination or examinations in the subject or subjects in which they failed, but there shall be no allowance for the sessional marks obtained during attendance at the Normal School.

RECOMMENDATION.—The holders of Kindergarten and of Kindergarten-Primary certificates are recommended to obtain, by attending the Summer Schools provided by the Department, one or more Elementary certificates in Art, Vocal Music, Manual Training, Household Science, and Physical Culture. By so doing, those whose time is occupied in the forenoon only may take part in the work of the other grades of the school in the subjects covered by the aforesaid certificates.

NOTICE.—*No one shall hereafter be qualified to teach a Kindergarten-Primary Form except those who hold a Kindergarten-Primary certificate obtained under the Regulations of the Department*

VALIDITY OF CERTIFICATES

30. The values of the various certificates granted at the Normal Schools are set forth in Circular 30½, a copy of which may be obtained on application to the Deputy Minister of Education.

APPEALS

31. A candidate who has failed at an examination for a First Class, Second Class or Kindergarten-Primary certificate may have his case re-considered if, within two weeks after the announcement of the results, his appeal, with a statement of the grounds on which it is based, is lodged with the Deputy Minister, accompanied by a fee of $2.00. This fee will be returned to the candidate if the appeal is sustained.

THE MODEL SCHOOLS

NORMAL MODEL SCHOOLS

32.—(1) The terms of the Normal Model Schools at Ottawa and Toronto shall correspond with those of the Public and Separate Schools. The regulations of the Department of Education with regard to pupils and teachers in Public and Separate Schools shall apply to the teaching staff and to the pupils of the Normal Model Schools, subject to any modifications that may be made from time to time by the Minister of Education.

(2) In the discharge of their duties, the assistant teachers of each Normal Model School shall be subject to the authority of the Principal of the Normal Model School, who shall himself be subject to the authority of the Principal of

the Normal School and responsible to him for the management and efficiency of the school under his charge.

THE OTHER URBAN AND THE RURAL MODEL SCHOOLS

33.—(1) The Principal and teachers of the other urban and the rural Model Schools shall be subject to the authority of the Principal of the Normal School for the purposes of the Normal School only, and shall discharge the duties required by the regulations of the Department satisfactorily to the Principal thereof. In the event of any dispute between the Principal of the Normal School and any Principal or the Teacher of any class in regard to any matter affecting the Normal School, the question in dispute shall be submitted for settlement to the School Board concerned, and, in the event of continued disagreement, to the Minister of Education, whose decision shall be final.

(2) Every teacher of the Model Schools in charge of class-rooms set apart for Observation and Practice-teaching, shall receive the teachers-in-training into his or her class-room for the aforesaid purposes, and all teachers concerned in any way in the courses of instruction required by the Department for the Normal School shall keep such class records and make such reports as may be required by the Minister of Education or the Regulations of the Department.

(3) The Principal of the Normal School shall be permitted on consultation with the Principals of the Model Schools to arrange the time-table and such other details of organization as may be necessary for the purposes of the Normal School, and any question in dispute shall be referred to the School Board, and, in the event of continued disagreement, to the Minister of Education, whose decision shall be final.

SPECIAL PROVISIONS FOR THE NORTH BAY NORMAL SCHOOL

34.—(1) (*a*) For admission to the North Bay Normal School an applicant shall, in addition to the other requirements of Regulation 3 above, submit a certificate of the same character as prescribed in 3 and 4 above for admission to the other Normal Schools, but to the effect that he will be at least eighteen years of age before the close of the session.

(*b*) In the case of a teacher-in-training who is admitted under the special age provision above, the certificate granted will be valid for the first year subsequent to its issue only in the schools in a District or in the schools of the poorer parts of the counties, designated by the Minister. (See Examination Circular, No. 142.)

(2) (*a*) The Department of Education will pay $1.00 per diem of the cost of the board and lodging of teachers-in-training who have been in attendance and whose ordinary place of abode is in Ontario and more than three miles from the Normal School. The foregoing allowance will be paid on the report of the Principal of the school in November, January, April and July.

(*b*) (i) The Department will also pay the railway and boat fares of teachers-in-training from their homes to the school in September and to their homes at the close of the session. To be entitled to payment for the above travelling expenses it will be necessary to obtain receipts for all boat or railway fares showing the amounts of the fares and the point or points from which the tickets were purchased. No allowance will be made for parlour cars, berths, meals on train, luggage, etc.

(ii) The receipts for the travelling expenses to the school must be deposited with the Principal promptly on the arrival of the teacher-in-training at the school and are to be forwarded by him to the Deputy Minister of Education when application is made for the first payment of the allowance in November.

(*c*) In the case of a teacher-intraining who receives the financial aid provided for above the certificate granted will be valid only in the schools of a District or in the schools of the poorer parts of the counties, designated by the Minister, until he has taught for three years therein, or until he has reimbursed the Department of Education at the rate of one-third of the total financial aid for each unexpired year.

NOTE.—In case a teacher-in-training is prevented from attending the full session on account of illness or for any other reason satisfactory to the Minister, the allowance for board for the time such teacher has actually attended the school will be paid, as will also the travelling expenses as provided above.

REPEAL OF REGULATIONS

All former Regulations of the Department of Education that are inconsistent with the Regulations herein are hereby repealed.

Department of Education, Toronto.
April, 1924.